

PUBLIC PURCHASE  
Vendor Help  
Sample: IFB 3426 Waimea Off Spec Pumps

[www.publicpurchase.com](http://www.publicpurchase.com)

Home Page for Public Purchase

Login page. Use the username and password

Public | Purchase™

<a href="#">Chat</a>	<a href="#">Help</a>	<a href="#">Login</a>	
----------------------	----------------------	-----------------------	--

Username:

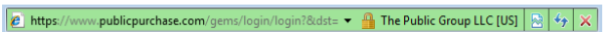
Password:

[Login](#)

Did you forget your password?  
Get help with your password here.


Not a member yet?  
Register as a new Vendor.


**Watch out for Phishing Sites!** Always check the address bar before you login to Public Purchase. The page should be secure (https) and should always say in green "The Public Group LLC" as the example below shows.



After first time log in, click on the "Select Region" in the top right corner.

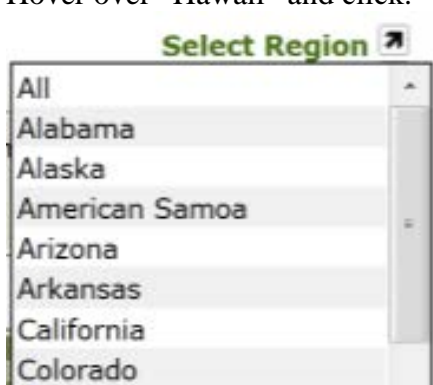
<a href="#">My Stuff</a>	<a href="#">Tools</a>
--------------------------	-----------------------

**Select Region** 

**Select Agency** 

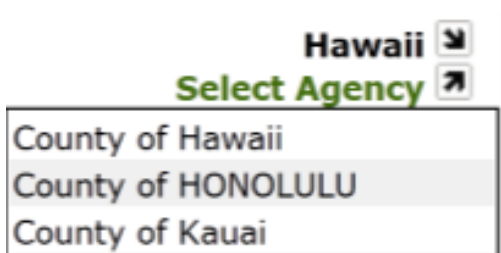
living the results!!


Hover over “Hawaii” and click.

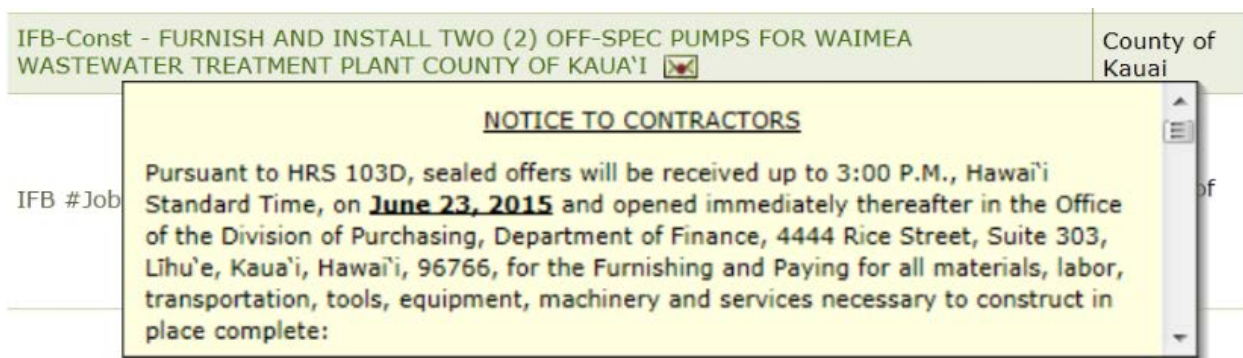


Notice the Region has changed to “Hawaii”. Then click “Select Agency” and select County of Kaua‘i.

Hover over “County of Kauai”, and click.




Registered vendors access solicitations from the Agency (County of Kaua‘i) or are invited to a solicitation. The list of available solicitation(s) by solicitation number and title are listed. When you hover over the envelope icon , it will display the notice.




The solicitation is divided into five (5) parts: General information, Description, Pre-Bid Conference, Item Details and Documents.

The first part is the Bid Type, Bid Number, Title, Start Date, End Date, Important Notices, Soliciting County, Department, and Bid Contact Person.

Bid Type	<b>IFB-Const</b>
Title	<b>FURNISH AND INSTALL TWO (2) OFF-SPEC PUMPS FOR WAIMEA WASTEWATER TREATMENT PLANT COUNTY OF KAUAI</b>
Start Date	<b>Jun 23, 2015 5:35:14 PM HST</b>
End Date	<b>Jun 23, 2015 9:00:00 PM HST</b>
Important	• <b>Bid Bond required</b> (see Documents section)
Agency	<b>County of Kauai</b>
Department	<b>Public Works Department</b>
Bid Contact	<b>Jason Coloma</b> (808) 241-4156 jcoloma@kauai.gov 4444 Rice Street Suite 303 Lihue, HI 96766
Prequalification	 <b>All bidders must prequalify before they can respond to this bid. To prequalify click on "Respond/Prequalify" at the bottom of the page.</b>

NOTE:

1. Start and End dates
2. Bid Bond requirement (in red font)
3. County Department named
4. Bid Contact is the Division of Purchasing Specialist, who let the bid.
5.  Warning icon that important information is listed

The description can be short or lengthy. The County of Kaua'i has chosen to provide all the general information that a Vendor would need.

<b>Description</b>
<p style="text-align: center;"><u>NOTICE TO CONTRACTORS</u></p> <p>Pursuant to HRS 103D, sealed offers will be received up to 3:00 P.M., Hawai'i Standard Time, on <b>June 23, 2015</b> and opened immediately thereafter in the Office of the Division of Purchasing, Department of Finance, 4444 Rice Street, Suite 303, Lihue, Kaua'i, Hawai'i, 96766, for the Furnishing and Paying for all materials, labor, transportation, tools, equipment, machinery and services necessary to construct in place complete:</p> <p style="text-align: center;"><b>FURNISH AND INSTALL TWO (2) OFF-SPEC PUMPS FOR WAIMEA WASTEWATER TREATMENT PLANT COUNTY OF KAUAI</b></p> <p>BIDDERS ARE HEREBY NOTIFIED THAT EVIDENCE OF THE AUTHORITY OF THE PERSON(S) SIGNING THE BID DOCUMENT IS REQUIRED TO BE INCLUDED WITH THE BID DOCUMENTS. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY BE CAUSE FOR REJECTION OF A BID AS BEING NON- RESPONSIVE OR NON-RESPONSIBLE.</p>


Pre-Bid Conference Section, if applicable. Also, the soliciting Department may provide an attachment, that is downloadable, like a Pre-Bid Conference agenda.

**Pre-Bid Conference**

**Date** Jun 23, 2015 6:00:00 PM HST

**Location** Lihu'e Civic Center, Moikeha Building, 2ndFloor






**Notes** A non-mandatory pre-bid conference is scheduled for: 2:00 pm on June 23, 2015, at the Lihu'e Civic Center, Moikeha Building, 2<sup>nd</sup>Floor Conference Room 1, 4444 Rice Street, Lihu'e, HI 96766. Persons needing an alternate format or auxiliary service at the pre-bid conference due to a disability should contact Ed Tschupp, phone 808-241-4084, or fax 808-241-1234 not later than seven (7) working days prior to the conference.

**Attachments**  Pre-Bid Agenda IFB 3426.docx [\[Download\]](#)

Item Details Section is like the offer page. It will have the details of the items listed including, the item, a description, the quantity, the unit of measure (UOM), and the specified brand, if applicable.

Items Details				<a href="#">[Download Items File]</a>
Code	Item	Qty	Unit	Brand
1	Remove and Replace Existing Pump Remove and Replace Existing Pump P-731 with New Pump	1	L.S.	
2	Modify Existing Pump Station Modify Existing Pump Station to install new Pump Pad, Discharge Piping, Electrical Connection and Controls, and Appurtenances	1	L.S.	
3	Furnish and Install New Pump Furnish and Install New Pump at Modified Pump Station	1	L.S.	

Document Section are “attachments” for information or documents to be returned as part of the bid submission.

Documents			
Name	Acceptance Required	Acceptance Status	
 Bid Bond Response Information Form	No		
 IFB 3426 Waimea Off Spec Pumps.pdf	Yes	<a href="#">[Must Accept]</a>	<a href="#">[Download]</a>
 Attachment A (Record Drawings) IFB 3426.pdf	Yes	<a href="#">[Must Accept]</a>	<a href="#">[Download]</a>
 COKP0004 General Provisions Construction 07-01-1973.pdf	Yes	<a href="#">[Must Accept]</a>	<a href="#">[Download]</a>

At the bottom of the page is the “Respond” button. The “?” button provides information or guidance instructions.

[Respond](#) [?](#)

## Plan Holders and Contractors Lists

### Plan Holders

Not in List

[Add me to Plan Holders]

[View Plan Holders List]

### Contractors

Not in List

[Add me to Contractors]

[View Contractors List]

Once the Bid is released, Vendors will be able to add themselves to the Plan Holders and Contractors lists, as well as view the complete lists. Vendor name, company contact, phone, fax, and email address will be available. The County may also add a vendor to one or both of the lists. **Nothing about the list is automatic or automated, and is completely voluntary. The County of Kaua'i or Public Purchase does not represent that these lists are complete or inclusive.** The Vendors or County must add to or remove from the list. Please remember, these lists are available to both the County and the Vendors, to view at any time.

## How do I ask questions about bids?

You can submit questions to the County on specific bids. Click on the title of a bid, on the right of the bid page click [View/Ask Questions] to open a new page that lists all previous questions and answers. Click "Ask a Question," enter your question in the field provided and click "Save" to submit your question. Your question is *immediately sent by email* to the contact person for the bid.

### Questions

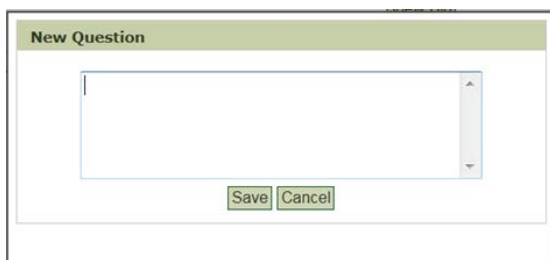
0 Questions

0 Unanswered

[View/Ask Questions]

No questions for this bid

Ask a Question



The screenshot shows a web-based form titled "New Question". It has a light green header bar with the title. Below the header is a large, empty text input field with a vertical scrollbar on the right side. At the bottom of the form, there are two buttons: "Save" and "Cancel".

When your question is answered you will be *notified by email* and the answer may be posted on the bid.

## Public | Purchase™

---

Test Vendor Erwin Wright

An answer was posted to your question regarding bid IFB-Const - FURNISH AND INSTALL TWO (2) OFF-SPEC PUMPS FOR WAIMEA WASTEWATER TREATMENT PLANT COUNTY OF KAUAI on Jun 23, 2015 7:43:34 PM HST

**Question:** *Hi Jason, What is the Estimated Budget or a Probable Cost Range for the project? Thanks in advance.*  
\_\_\_\_\_  
*Roy Shyam Bid Exceptions Specialist CMD Group*

**Answer:** *Response forthcoming in Addendum No. 1*

All questions and answers posted for this bid can be viewed at the following link:

[http://www.publicpurchase.com/gems/bid/questions/questionsBid?bidId=47731#question\\_358915](http://www.publicpurchase.com/gems/bid/questions/questionsBid?bidId=47731#question_358915)

Please contact County of Kauai with any further inquiries about this bid.

If you experience any difficulties accessing this bid, please contact Public Purchase at [vendorsupport@publicpurchase.com](mailto:vendorsupport@publicpurchase.com)

Thank you for using Public Purchase.

Tip: By using the "Questions" feature your questions and the County's answers can be posted on Public Purchase making them available to all other vendors that are registered with the County. If you would like to confidentially submit questions to the County, contact the bid's main contact directly.

### Question #1

Hi Jason,

What is the Estimated Budget or a Probable Cost Range for the project?

Thanks in advance.

\_\_\_\_\_  
Roy Shyam  
Bid Exceptions Specialist  
CMD Group

### Answers

Response forthcoming in Addendum No. 1

The status of the questions asked and answered will be changed:

## Questions

7 Questions

7 New Questions, and





7 New Answers

[View/Ask Questions]

## How do I track bid addendums or changes?

Any change or addendum made to a bid will be listed in the left panel, below the County Seal, of the bid showing the information that was added or changed on the bid. Vendors who are invited to a bid or any vendor who has previously responded to the bid will be *notified by email* when a change or addendum is made. Vendors can also see which bids have recently been changed or had addenda added from the lists of bids on their home tab. The date of the last change or addendum on the bid is posted on the right-side column of your bid list.

Bid Solicitation left panel gets revised. All of the addendum information will be found here:

Chat	Help	Logout
		
<b>Bid IFB PLANT</b>		
<p>Addendum # 1 Addendum No. 1 answers INQUIRIES 1, 2, 3, 4, and 5. By: eawrightjr Jun 23, 2015 9:12:12 PM HST  [Track Changes]</p> <p>Addendum # 2 Addendum No. 2, answers INQUIRY 6, and provides electrical record drawings. By: eawrightjr Jun 23, 2015 9:15:33 PM HST  [Track Changes]</p> <p>Addendum # 3 Change in date and time. By: eawrightjr Jun 24, 2015 10:53:35 AM HST  [Track Changes]</p>		
<b>Description</b>		
Pursuant to Department necessary		
BIDDERS / COMPLY W		

Click on “Track Changes”

## NOTES:

- Left Panel: “Information Deleted: Deleted”, and “Information Added: Added”
- End Date: ~~11~~12
- Addendum document can be uploaded and incorporated. The document can be flagged as a required document, which the Vendor must acknowledge, prior to responding.

## Results:

Chat	Help	Logout
<p>Information Deleted: Deleted</p> <p>Information Added: Added</p>		
<p><b>Bid IFB-Const - FURNISH AND INSTALL TW OF KAUA'I</b></p> <p><b>Addendum #3 - Change in date and time.</b></p>		
<p>Bid Type <b>IFB-Const</b></p> <p>Bid Number</p> <p>Title <b>FURNISH AND INSTALL TWO (2) OFF-S</b></p> <p><b>Restricted Access Bid</b></p> <p>Start Date <b>Jun 23, 2015 8:57:24 PM HST</b></p> <p>End Date <b>Jun 24, 2015 <del>11</del>12:00:00 AM-PM HST</b></p> <p>Agency <b>County of Kauai</b></p> <p>Bid Contact <b>Jason Coloma</b>            (808) 241-4156            jcoloma@kauai.gov            4444 Rice Street            Suite 303            Lihue, HI 96766</p>		

And the addendum document is available at the bottom of the web page:

Documents		
Name	Posting Date	Acceptance
IFB 3426 Waimea Off Spec Pumps.pdf	Jun 23, 2015 1:40:46 PM HST	Yes
Attachment A (Record Drawings) IFB 3426.pdf	Jun 23, 2015 1:40:46 PM HST	Yes
COKP0004 General Provisions Construction 07-01-1973.pdf	Jun 23, 2015 1:40:46 PM HST	Yes
<b>ADD 1 IFB 3426.pdf</b>	<b>Jun 23, 2015 9:10:41 PM HST</b>	<b>Yes</b>

Addendum No. 1: Added (uploaded) document for vendor download and review.

Addendum No. 3: Change in bid submission deadline time.

Notice legend on the side: 1) information deleted is in **red highlight** with strikethrough feature. 2) information added is in **green highlight**.

## How a Vendor Places a Bid Response

When you are ready to respond to the bid click on the title of the bid. On the right hand side you will have the option to *Respond* to the bid *if it is an electronic bid response*.







Click on *Respond to bid*.




If there are any *documents* that the agency is requiring that you accept, you must *click on [download]* and open the document, and then fill out the required information. When *saving* the document it will be saved on your computer.


### BID BOND SUBMISSION

When a Bid Bond is required, the Vendor clicks on the Document title “Bid Bond Response Information Form”.

Documents			
Name	Acceptance Required	Acceptance Status	
 Bid Bond Response Information Fo	Yes 		
 IFB 3426 Waimea Off Spec Pumps.	Yes	[Must Accept]	[Download]
 Attachment A (Record Drawings) IF	Yes	[Must Accept]	[Download]
 COKP0004 General Provisions Cons	Yes	[Must Accept]	[Download]

#### NOTES:


1. Bid Bond Required Section: Reaffirmation that a bid bond is required. This  icon means “missing document”.
2. Bid Bond Details:

 Please use the following information, exactly as displayed, when requesting a Bid Bond from your insurance agency.

**Bid Bond Required**

In order to respond to this bid the agency requires that you submit a bid bond with your response.

**Bid Bond Details**

 Please use the following information, exactly as displayed, when requesting a Bid Bond from your insurance agency.

Bid Contract Number: 308686-47905  
Bid Date: Jun 29, 2015  
Your Contractor ID on this Bid: 308686-319820  
Bond Value: As Percentage of Bid: 5.00%

3. Option 1: eBond using Surety 2000

4. Option 2: Upload File:

If you have a paper copy of your Bid Bond and would like to scan it and upload it please use this option.

5. Option 3: Mail hard copy to agency

6. Comment section provided.


7. Password required.

8. Read instructions detail in your solicitation to see what forms of submission the Agency requires or accepts.

#### Bid Bond Required

In order to respond to this bid the agency requires that you submit a bid bond with your response.

#### Bid Bond Details

 Please use the following information, exactly as displayed, when requesting a Bid Bond from your insurance agency.

Bid Contract Number: 308686-47905

Bid Date: Jun 29, 2015

Your Contractor ID on this Bid: 308686-319820

Bond Value: As Percentage of Bid: 5.00%

#### Bid Bond Response Information

☐ **Surety 2000**

If your agent has provided you with a Surety 2000 Bid Bond ID, please enter the id, and then click on "Validate Bond with Surety 2000".

☐ **Upload File**

If you have a paper copy of your Bid Bond and would like to scan it and upload it please use this option.

☐ I have mailed the bid bond to the soliciting agency

Comments

Password:

☐ I certify that the information provided above regarding Bid Bonds is accurate

Save

Close


You will be prompted if any information or documents are missing:

**Bid Bond for Bid IFB-Const - FURNISH AND INSTALL TWO (2) OFF-SPEC PUMPS FOR WAI KAUUA'I**

Please fix the following issues

- Please provide your password as a digital signature in order to submit the response.
- Please use the [Upload File] button to send a scan of the bid bond information.


**Bid Bond Details**

 Please use the following information, exactly as displayed, when requesting a Bid Bond from your insurance agency.

Bid Contract Number: 308686-47905  
Bid Date: Jun 29, 2015  
Your Contractor ID on this Bid: 308686-319820  
Bond Value: As Percentage of Bid: 5.00%

**Bid Bond Response Information**

☐ **Surety 2000**  
If your agent has provided you with a Surety 2000 Bid Bond ID, please enter the id, and then click on "Validate Bond with Surety 2000".

☒ **Upload File** ★  
If you have a paper copy of your Bid Bond and would like to scan it and upload it please use this option.  
 

☐ I have mailed the bid bond to the soliciting agency

Comments

Copy attached. Bidder is prepared to submit original Bid Bond, should our Company be awarded.

Password:  ★


☐ I certify that the information provided above regarding Bid Bonds is accurate

Save

Close

Sample results:

☒ **Upload File**  
If you have a paper copy of your Bid Bond and would like to scan it and upload it please use this option.

 TEST SAMPLE BID BOND DOCUMENT IFB 3426.pdf 

Upload File

☐ I have mailed the bid bond to the soliciting agency





Comments

Copy attached. Bidder is prepared to submit original Bid Bond, withing five (5) working days, should our company be awarded.

Vendor - Bidding Process Training

Page 11


Pending 🟡. Once Bid Bond submitted successfully, the Acceptance Status will change to a green check mark. ✅

Documents		
Name	Acceptance Required	Acceptance Status
 Bid Bond Response Information Form	Yes	✅
 IFB 3426 Waimea Off Spec Pumps.pdf	Yes	[Must Accept]
 Attachment A (Record Drawings) IFB 3426.pdf	Yes	[Must Accept]
 COKP0004 General Provisions Construction 07-01-1973.	Yes	[Must Accept]

Answer the question by selecting one of the responses below.

**Bid Document Requiring Acceptance**

***In order to respond to the bid, the agency requests that you review and accept the following document.***

Name	download
 IFB 3426 Waimea Off Spec Pumps.pdf	Must Accept [download]

**Do you accept the terms and conditions set forth in this document?**

☐ Yes  
☐ Yes with exceptions  
☐ No


**Confirmation**

Username CoKPurchasing  
Password

Save

Cancel

If you don't agree with the full document or form, click on Yes with exceptions to enter in what you don't agree too. This will allow you to move forward and submit a response. **Saying No to a Must Accept document will not allow move forward.**

Name	
 IFB 3426 Waimea Off Spec Pumps.pdf	Must Accept

**Do you accept the terms and conditions set forth in this document?**












☐ Yes
 ☒ Yes with exceptions
 ☐ No

Please provide a reason for your exception or non-acceptance:

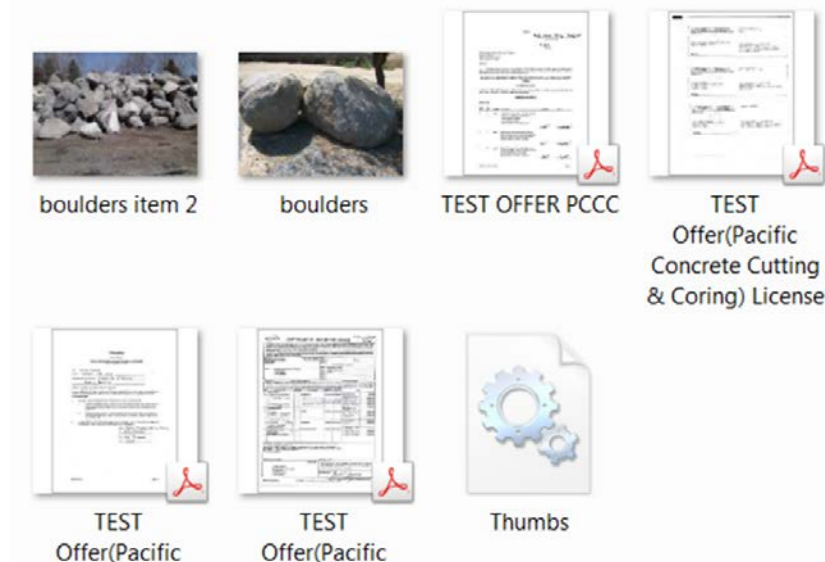
You will be asked to *enter* in your *password* after each document and question. Then *click Save*.

Confirmation	
Username	CoKPurchasing
Password	<input type="password"/>

If there is more than one document that the agency is requesting, the next document will be shown. This will repeat until all documents or forms are filled in and accepted. *Click on [download]*,

Documents			
Name	Acceptance Required	Acceptance Status	
 Bid Bond Response Information Form	No		
 IFB 3426 Waimea Off Spec Pumps.pdf	Yes		[Download]
 Attachment A (Record Drawings) IFB 3426.pdf	Yes		[Download]
 COKP0004 General Provisions Construction 07-01-1973.pdf	Yes		[Download]
 ADD 1 IFB 3426.pdf	Yes		[Download]
 ADD 2 IFB 3426.pdf	No		[Download]

Vendor will then be show the item(s) within the bid. They will be able to **enter in pricing**. The total price will be shown per item. They can **add notes** to the agency regarding the item and **upload a file** for the item if what to show a **photo** or present **other information** for the item.



If they wish not to offer a price for the item they can click on the trash can icon 🗑️. This will post as a **no response** for this item.

If the bid allows vendors can enter in a **zero dollar price \$0.00**. This will be a response of zero cost to the agency.

If alternate products are allowed vendors can click on the Add Alternate. This will allow them to enter in Alternate brands for an item. There is no limit on how many alternates are offer.

This process will be done for each item(s) within the bid.

Code	Item	Qty	Unit	Brand
1	<b>Remove and Replace Existing Pump</b>	1	L.S.	
Remove and Replace Existing Pump P-731 with New Pump				
Alternate Brand: <input type="text"/>		Reference # (Optional) <input type="text"/> 🗑️		
Unit Price: <input type="text" value="37647"/>		Notes for Agency (Optional) <input type="text" value="Contractor's notes"/>		
Qty: 1 / L.S.		Attachments <input type="text" value="EQ REMOVAL PICTURES.jpg"/> [download] 🗑️		
Total: \$37,647.00		[Upload File]		
2	<b>Modify Existing Pump Station</b>	1	L.S.	
Modify Existing Pump Station to install new Pump Pad, Discharge Piping, Electrical Connection and Controls, and Appurtenances				
Alternate Brand: <input type="text"/>		Reference # (Optional) <input type="text"/> 🗑️		
Unit Price: <input type="text" value="97853"/>		Notes for Agency (Optional) <input type="text" value="Contractor's explanation"/>		
Qty: 1 / L.S.		Attachments [Upload File]		
Total: \$97,853.00				

Automatic calculation of the extended price. A running total tally located in the left panel, under the County of Kaua'i logo, monitors line items with and without responses, and keeps a total.

Items	
Without response	0
With response	3
<i>Total</i>	3
Totals	
Bid Total	\$171,888.00


If there is any addition information that you need to submit with your response, upload those now in the attachment section. There is no restriction on format or size.

**General Attachments**

No attachments uploaded.

You will be shown the uploaded documents.

**General Attachments**

 Offer (Performance Systems Inc) IFB 3426.pdf

If there are any comments that you want to add to your response, you are welcome to add them at this time.

**General Comments for the Agency**

**General Comments for the Agency**

Thank you for the opportunity to bid on County of Kauai projects.

Depending on the type of your bid you will be shown on of the two options. Both will **immediately** submit your bid

**How is my bid response submitted?**

When you upload a document or save your comments above, your response is *immediately* submitted. However, you are the only one who will have access to your information until the bid closes. This means you can come back any time before the bid closes and edit your response information.



[Print Submitted Information](#)

[Return to Bid](#)


**How is my bid response submitted?**

When you click "Save" or "Save & Close" below, your response is *immediately* submitted. However, you are the only one who will have access to your information until the bid closes. This means you can come back any time before the bid closes and edit your response information.

Please make sure you provide a Unit Price for the items to which you wish to respond.

[Save](#) [Close](#) [Save & Close](#) [Print Submitted Information](#)

Your Bid has now been submitted. You can check this by returning to the home page of Public Purchase. You will see the bid in the *Bids Responding To* section. Clicking on the title of the bid you will have an "Edit Response to bid" or "Print Submitted Information" link.

**Respond**   
[Edit Response to bid]

**Print Response**  
[Print Submitted Information]

If you want to *Edit* your response, you can *click on the bid title* and *click on Edit Response to Bid*.

Or after the bid is submitted, by going back to the Vendor home page, and click the Title. In the green panel on the right-hand side, at the bottom of the green box, the bid could be printed from that location also.

**Questions**  
 7 Questions  
 7 New Questions, and  
 7 New Answers  
[\[View Questions\]](#)

**Plan Holders**  
 Added to List  
[\[Remove me from Plan Holders\]](#)  
[\[View Plan Holders List\]](#)

**Contractors**  
 Added to List  
[\[Remove me from Contractors\]](#)  
[\[View Contractors List\]](#)

**Print Response**  
[\[Print Submitted Information\]](#)

## PRINT SUBMITTED INFORMATION

The following sections are all in one document when you print:

### Solicitation Title:

Bid: **IFB-Const - FURNISH AND INSTALL TWO (2) OFF-SPEC PUMPS FOR WAIMEA WASTEWATER TREATMENT PLANT COUNTY OF KAUAI**

### Time stamp:

**Report Generated on : Jun 29, 2015 1:04:47 PM HST**

[Print](#)

### Start and End Dates:





Start Date **Jun 23, 2015 5:35:14 PM HST**

End Date **Jun 23, 2015 9:00:00 PM HST**

### Terms and Conditions

#### County of Kauai

##### Terms and Conditions

-  IFB 3426 Waimea Off Spec Pumps.pdf
-  Attachment A (Record Drawings) IFB 3426.pdf
-  COKP0004 General Provisions Construction 07-01-1973.pdf
-  ADD 1 IFB 3426.pdf

## Bid Bonds

### Bid Bonds



Bid Bond Response Information Form [\[View\]](#)

## General Comments:

### General Documents

[Offer \(Performance Systems Inc\) IFB 3426.pdf](#)

## General Notes:

### General Notes

Thank you for the opportunity to bid on County of Kauai projects.

## Vendor Response:

### Vendor Response

#### 1 - Remove and Replace Existing Pump

Remove and Replace Existing Pump P-731 with New Pump

Brand	Unit Price	Qty.	Total
Reference #	<b>\$50,000.00</b>	1	<b>\$50,000.00</b>

#### 2 - Modify Existing Pump Station

Modify Existing Pump Station to install new Pump Pad, Discharge Piping, Electrical Connection and Control




Brand	Unit Price	Qty.	Total
Reference #	<b>\$74,995.00</b>	1	<b>\$74,995.00</b>

#### 3 - Furnish and Install New Pump

Furnish and Install New Pump at Modified Pump Station

Brand	Unit Price	Qty.	Total
Reference #	<b>\$45,000.00</b>	1	<b>\$45,000.00</b>

## Summary of Notification Report:

Home Search Browse My Stuff Tools				
Profile   Messages				
<b>Inbox</b>				
152 emails				
To	Subject	Sent	Info	Delete
ewright@kauai.gov	Your Question was answered on bid IFB-Const - FURNISH AND INSTALL TWO (2) OFF-SPEC PUMPS FOR WAIMEA WASTEWATER TREATMENT PLANT COUNTY OF KAUA'I.	Jun 24, 2015 11:35:00 AM HST		
ewright@kauai.gov	Your Question was answered on bid IFB-Const - FURNISH AND INSTALL TWO (2) OFF-SPEC PUMPS FOR WAIMEA WASTEWATER TREATMENT PLANT COUNTY OF KAUA'I.	Jun 24, 2015 11:30:00 AM HST		
ewright@kauai.gov	County of Kauai has invited you to bid IFB-Const - FURNISH AND INSTALL TWO (2) OFF-SPEC PUMPS FOR WAIMEA WASTEWATER TREATMENT PLANT COUNTY OF KAUA'I.	Jun 24, 2015 11:22:53 AM HST		

## How do I check my bids?

When you are logged in, the "Home" tab will display two sections of bids, "Bids Invited To" and "Bids Responding To." The first section will list all your current invited bids (you should have *received an email invitation* for each bid on this list). The second section lists bids that you have placed an online response. From these bid sections, you can view the number or title of the bid, the start and end date as well as the date when the last addendum was added to the bid. You can quickly view if you have been invited to any new bids or if addendums have been recently added. Click on the title of any bid in the home tab to view bid information, download attached documents or place an online response.

Home	Search	Browse	My Stuff	Tools
------	--------	--------	----------	-------

Bids Invited To

Bid	Agency	Start Date
No bids		

Bids Responding To

Bid	Agency	Start Date
No bids		

**Vendor View of home page** (sample screen shot below).

Purchase™

Home

Search

Browse

My Stuff

Tools

Select Region  
Select Agency

Looking for more business? Click on [Free Market Analysis](#) to see how Bid Syndication can target business for your company. Register for Bid Syndication today and start living the results!!  
[\[Bid Syndication Service\]](#)

Bids Invited To

Bid	Agency	Start Date	End Date	TimedOut	Addendums
IFB-Corral #3FB 3409 - PARKING BARRIER BOULDERS AND CRUSHED CORAL AT VARIOUS COUNTY PARKS - PARKING BARRIER BOULDERS AND CRUSHED CORAL AT VARIOUS COUNTY PARKS:	County of Kauai	Mar 24, 2015 9:08:15 AM HST	Mar 24, 2015 4:00:00 PM HST	4 hours 53 min	No Addendum
IFB #Job No. 14-15/967 - Kihai DMV Expansion:	County of Maui	Feb 17, 2015 3:09:26 PM HST	Apr 7, 2015 2:00:00 PM HST	14 days 2 hours	Mar 5, 2015 Mar 16, 2015

Bids Responding To



Bid	Agency	Start Date	End Date	TimedOut	Addendums
No bids					

➤ **NOTE:**

1. Two (2) sections, "Bids Invited To", and "Bids Responding To"

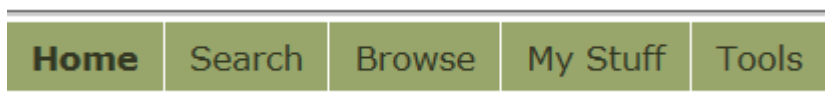
The first section will list all current invited bids for Vendor. The second section lists bids that you have started or placed an online response. Vendors can quickly view if they have



been invited to any new bids or if addendums have been recently added. By clicking on the title of any bid, in the home tab, view bid information, download attached documents, or place an online response.

2. “Bid” column: List of Titles from all agencies are in the table.
3. The Bid Notification   
This symbol marks any bid that only accepts bid responses offline. This symbol is only displayed to vendors.
4. Sealed Bids   
This symbol marks any bid that seals all bid response information until after the bid is closed and the government agency unseals and opens bid responses. This symbol is only displayed to vendors.  
  
By hovering over this icon, the Vendor will be able to preview content of the Description or in our case, the entire Notice page.
5. Agency” column: List of Various Public Purchase Agencies (County of Kaua‘i, and County of Maui are listed)
6. “Start Date” and “End Date” column: Start/End dates and times, in local time, Hawai‘i Standard Time (HST)
7. “Timeleft” column: time remaining until the solicitation closes.
8. Addendum” column: List of all addendum issued to-date. Also, if “No Addendums” have been issued.



### How do I search for specific bids?

You can search for bids from specific agencies by selecting the Home tab, "Select Region" in the upper-right corner of the page, selecting a state from the pull-down menu, clicking "Select Agency" and selecting an agency from the pull-down menu. You will be able to view the agency's current and closed bids. Some agencies may require vendors to submit additional registration information or acceptance of terms and conditions before gaining access to the agency's bids. If additional registration information or requirements are required, you will see a page that requests agency registration.



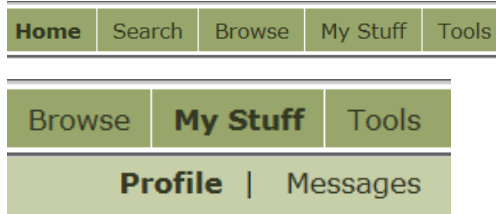
**Select Region**   
**Select Agency** 

transitions to this:

**Hawaii**   
**County of Kauai** 

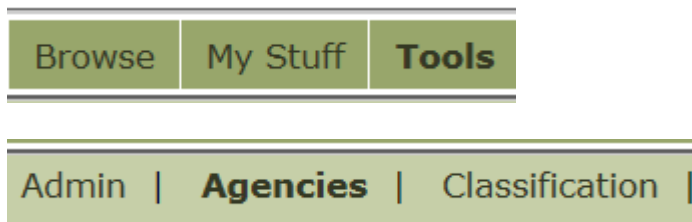
## How do I check for notifications or contact from Public Purchase?

You can view all messages sent to you from Public Purchase by clicking "My Stuff" and "Messages" in the upper-right corner of any page. You will be able to view all messages that have been sent to you from Public Purchase. You can print messages by clicking on the title of a message and then clicking on the printer icon in the upper-right corner of the message.



## How do I manage agency registrations?


You can register with any agency on Public Purchase by clicking on the "Tools" tab and then on the "Agencies" sub-tab in the top-right corner of the page. You can then search for any Public Purchase agency by entering search terms into the fields at the top of the page and clicking the "Search" button. A list of agencies that match the search terms will appear at the bottom of the page (leaving all search fields blank will list all agencies registered on the website).



### Search for Agencies

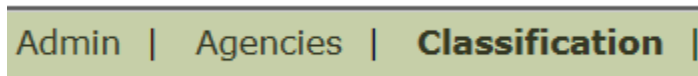
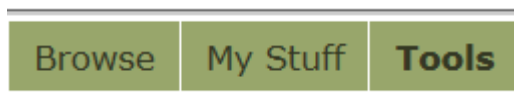
Agency Name:	<input type="text"/>
New Agencies Since:	<input type="text"/>
Registration Status:	<input type="text" value="All"/>
	<input type="button" value="Search"/>

On the right side of the list of agencies in the "Registered" column, there will be a check mark next to each agency that you are currently registered. If there is a page icon behind the check mark, the agency has added additional registration requirements or documents. You will need to update your registration with the agency to ensure that you receive any future bid notifications and will be able to successfully respond to the agency's future bids. To the right of the registration column, you can view basic information on each agency and can click on the [Register] link to register with the agency. Some agencies may have unique registration requirements; others may not require any further information than what was required under your Public Purchase registration.

	City	State	Registered	
	Lihue	HI		<a href="#">[View]</a>

## How do I manage my classifications codes?

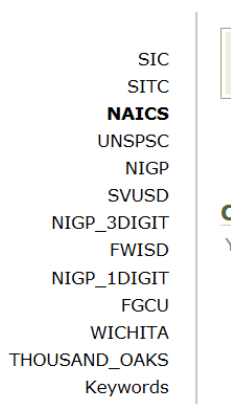
You can associate classification codes from several different classification systems on your Public Purchase profile. Additional classification codes can be added to your profile and you can manage your classifications at any time by clicking on the "Tools" tab and then the "Classification" sub-tab in the top-right corner of any page.



- Available Classification Codes
- Classification Codes and Bid Notification
- Selecting Classification Codes
- Removing Classification Codes

### Available Classification Codes

Several classification systems are listed on the left side of the Classifications page. Public Purchase maintains the standard or most common classification codes including SIC (Standard Industrial Classification), SITC (Standard International Trade Classification), NAICS (North American Industry Classification System), UNSPSC (United Nations Standard Products and Services Code), and NIGP (National Institute of Governmental Purchasing) as well as classification by keyword. This extensive list of standard classification systems is not comprehensive and some registered agencies might use a modified or customized classification system. If an agency uses a classification system not listed on the classification page, you will choose classification codes when you register with the agency.



### Classification Codes and Bid Notification

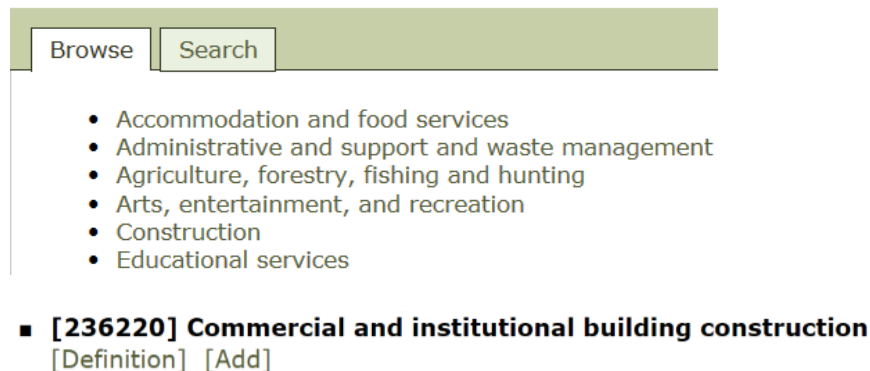
Selecting proper classification codes allows vendors to be notified of bids that fit within the scope of products and/or services they provide. You need to both register with an agency and select the proper classification codes in order to receive bid notifications.

## Selecting Classification Codes

To select a classification code, click on any of the classification systems on the left side of the page.

- Browse

From the "Browse" tab, click on one of the classification categories, which will open sub-categories until individual classification codes appear. Individual codes will have an [Add] link to the right of the code. Clicking on [Add] next to any code will select that code and add it with your vendor profile.



The screenshot shows a web interface with a green header bar containing two tabs: 'Browse' (selected) and 'Search'. Below the tabs, a list of classification categories is displayed as bullet points:

- Accommodation and food services
- Administrative and support and waste management
- Agriculture, forestry, fishing and hunting
- Arts, entertainment, and recreation
- Construction
- Educational services

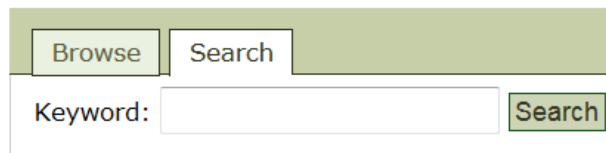
Below the list, a specific classification code is highlighted with a square bullet point:

- **[236220] Commercial and institutional building construction**

Underneath this code are two links: [Definition] and [Add].

- Search

You can also search for specific classification codes by selecting the "Search" tab, entering search terms in the keyword field, clicking "Search," and then clicking on the [Add] link next to the codes you would like to add to your profile.



The screenshot shows the 'Search' tab selected in the green header bar. Below the tabs, there is a search form with the label 'Keyword:' followed by a text input field and a green 'Search' button.

## Removing Classification Codes

When you click on [Add], the code will be added to a list at the top of the page and the [Add] link will change to a Trash Can icon. You can unselect classification codes by clicking on the Trash Can icon next to the code you would like to remove. The code will be removed from your list of codes and the Trash Can icon will change back to the [Add] link.

## Classifications you have Selected

[236220] Commercial and institutional building construction



## How do I find out if I have been awarded a bid?

Each agency has their own regulations on how they finalize their bids including the process for selecting bid winner(s) and publishing results. Agencies can use Public Purchase to complete the awarding process. However, each agency may or may not release awarding information on Public Purchase depending on their individual procedures.

### ***Accessing bid results***

You can access available awarding information through your home tab; a trophy icon next to the bid title will mark recently finalized bids. You can also access bid results by searching for an agencies bid board through the "Select Region" and "Select Agency" search options in the home tab or through the "Agencies" sub-tab under the tools tab. Within the agencies closed bids, finalized bids are marked with trophy icon 🏆.

- *Document-only bids* - Agencies can publish all vendors that responded to the bid and which vendor(s) were selected as winning the bid on Public Purchase. Click the trophy icon 🏆 next to the auction to view all available awarding information.
- *Price-information bids* - Agencies can publish bid results including price information from Line-Item Bids, Quick Quotes and Reverse Auctions. Click the trophy icon 🏆 next one of these bids and you will be able to view all the awarding information that agency has published on Public Purchase.

### ***Receiving Award Notification***

Government agencies can use Public Purchase to notify the winner(s) of their bids. If you are selected as a winner for one of the agencies bids, Public Purchase will *notify you through email*. All messages from Public Purchase are archived under your profile. Click "My Stuff and "Messages" in the top-right corner of the page and you can view a list of all messages sent directly from Public Purchase.